

## UNIT Five:

## Using Proofing Tools



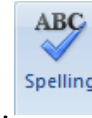
### Topics:

- Using the Built-in Spelling Checker
- Using AutoCorrect
- Using Proofing Formulas

## Do This:

### I. Checking Your Spelling:

1. **Open** a new workbook.
2. In **Cell C2**, type *Cheeck my spelling errors*.
3. On the **Review Tab Ribbon** click the button:
4. **Select the correct word** from the list of corrections and hit the **Change** button.
5. Click **OK** when the window shows **spell checking is done**.
6. **Close** this workbook **without saving**.



## Do This:

### II. Understanding Formula Error Values: Note: Excel displays an error value, which always begins with the number sign (#), when you enter a formula incorrectly.

1. **Open** a new workbook.
2. Click **Cell A2** and type this formula: **=13/0**.
3. Hit **ENTER**. Notice the result in **Cell A2**. (You tried to divide by 0).
4. Click **Cell A4** and type, *School*.
5. Hit **ENTER**.
6. Click **Cell A4** again and type: **=sum**.
7. Hit **ENTER**. Notice the result in **Cell A4**. (You tried to get the sum of a word).
8. Click **Cell A5** and type, **=jk1\*jm2**.
9. Hit **ENTER**. Notice the result in **Cell A5**. (You tried to use a cell outside the worksheet).
10. **Close** this workbook **without saving**.

## Do This:

**Unit 5 Exercise: SAVE, do not print.**

**Show the finished worksheet to your teacher**

1. **Open** the worksheet called, *Errors*, located in the **Student Shared Folder on the server**.
2. Click in **Cell A1**.

3. Perform a **Spell Check** on this worksheet and make the necessary corrections.
4. Click **Cell C12** and type **your name**.
5. **Save** the corrected worksheet in your server folder as: **Activity Five**.

## Unit Five

### Review Questions

1. You can easily get to the spell checker by clicking the spell checker button on the Review Tab Ribbon.
  - a. True
  - b. False
2. When using the Spell Check feature, you can select the correct word from the list of corrections.
  - a. True
  - b. False
3. Excel will not notify you when you have entered a formula that will not work.
  - a. True
  - b. False
4. Error values always begin with a:
  - a. #
  - b. ?
  - c. \$
  - d. None of the above
5. The Check Spelling command is located under Home Tab Ribbon:
  - a. True
  - b. False